

MEMORANDUM OF AGREEMENT PERFORMANCE TEST

1. Requirement: Prepare a memorandum of agreement.

2. Instructions:

a. DO NOT WRITE ON THIS MEMORANDUM OF AGREEMENT PERFORMANCE TEST. Turn in your paper with the critique sheet stapled on top. Submit a copy of your work via email to smith.steven@jackson.army.mil. The memorandum of agreement (MOA) will not be more than two pages. DO NOT USE AN ENCLOSURE(S). Use Times New Roman, pitch 12 on a plain letterhead. This MOA performance test is due on the date per the FOBC training schedule.

b. Use the format in Army Regulation (AR) 25-50.

3. Situation:

a. First Lieutenant Larry Curly-Moe a “superstar” finance officer just assumed command of Replacement Detachment, 82d Soldier Support Battalion (Airborne), Fort Bragg, North Carolina 28307-5000. The Replacement Detachment is a modular detachment. First Lieutenant Curly-Moe sub-hand receipted the following equipment from CPT Task Master: 18 M4 Carbines, two 9mms, one LMTV, two HMMWVs, two SINCGARS, 20 protective masks, and two PVS-7A (NVDs). The Replacement Detachment owns an armsroom and uses the battalion motorpool (i.e., parking, storage, maintenance management, and services).

b. In order to comply with physical security, property accountability, and maintenance regulatory requirements 1LT Curly-Moe made a verbal agreement with CPT Master. Captain Master agreed to prepare the MOA since 1LT Curly-Moe attends the Advanced Airborne School Jumpmaster Course on Monday. The battalion will also undergo its bi-annual Division Organizational Maintenance Assessment (OMA) and annual Corps physical security inspection this quarter.

c. You are the Company Executive Officer for HHC, 82d Soldier Support Battalion (Airborne), Fort Bragg, North Carolina 28307-5000. Your commander, CPT Master directed you to update the previous MOA, with an effective date of 1 September 2005, in order to complete the above verbal agreement with 1LT Curly-Moe. Additionally, CPT Master’s wants the following provisions specifically covered in the MOA based on the verbal agreement between him and 1LT Curly-Moe: monthly sensitive items inventory, organizing a filing system to track all monthly cyclic and sensitive items inventory, and establishing responsibility for conducting preventive maintenance checks and services (PMCS), dispatch, and all scheduled services for the sub-hand receipted MTOE equipment.